

Person Specification

Administrative Assistant – General

Attribute	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> C grade or above in GCSE English 	<ul style="list-style-type: none"> Admin NVQ qualification 	<ul style="list-style-type: none"> Application form Certificates
Knowledge and Skills	<ul style="list-style-type: none"> Good communication and interpersonal skills Good numeracy, literacy and ICT skills Able to work on own initiative Good organisational skills Good time management skills, including the ability to work to deadlines Proficient in Microsoft Office applications, especially Word and Excel Good communication skills A sense of responsibility and confidentiality Good team member Ability to work well under pressure and use your own initiative Sense of humour Positive and encouraging Smart appearance Co-operative, willing, reliable and trustworthy Friendly, calm and unruffled disposition 	<ul style="list-style-type: none"> Some basic knowledge and understanding of the school system 	<ul style="list-style-type: none"> Application form Selection process References
Experience	<ul style="list-style-type: none"> Experience of working in an office environment 	<ul style="list-style-type: none"> Experience of working in a school environment or of working with young people 	<ul style="list-style-type: none"> Application form Selection process Interview References

Continuous Professional Development	<ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development 		
Other Conditions	<ul style="list-style-type: none"> Enhanced DBS Clearance 		

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.